



**CITY OF LINDALE
FACILITY RENTAL APPLICATION
RENTAL FEE MUST ACCOMPANY SIGNED APPLICATION**

THE FOLLOWING REGULATIONS APPLY TO ALL FACILITIES UNLESS SPECIFICALLY NOTED

1. Overnight stays and unaccompanied minors are not allowed in any facility.
2. Alcoholic beverages are not permitted in buildings, surrounding areas, or park grounds.
3. Alcoholic beverages and/or consumption is not allowed on city owned property.
4. Gambling activities are not permitted in buildings, surrounding areas, or park grounds.
5. Smoking is strictly prohibited in buildings, surrounding areas, and park grounds.
6. All areas must be left in an orderly condition, and trash or litter must be deposited in proper outside receptacles in order for deposit to be refunded.
7. All chairs, tables, benches, etc., must be returned to proper places when building and grounds use is complete.
8. No decorations or ornaments are allowed to be hung from ceilings, walls, or light fixtures.
9. Full cost of repairing damages caused by activities of participating groups will be the responsibility of the person signing the application.
10. Rental fees paid in advance are not refundable upon cancellation.
11. The City of Lindale reserves the right to cancel any reservation for reasons deemed necessary by city management or city council.
12. The City of Lindale is not responsible for accident or injury associated with building or park facilities use. All facilities are used, and events are attended under the direction and responsibility of the person signing the application. The City of Lindale holds no responsibility for injury, theft, damage, or death in conjunction with events or activities held on rented properties.
13. A deposit fee (indicated below) is required in connection with each rental. The deposit is due when picking up the key(s) to the building. The deposit is refunded when the key(s) has been returned and the premises have been inspected and accepted.
14. Failure to leave the buildings and grounds clean and orderly or failure to return the key(s) in a timely manner will result in forfeiture of the deposit.
15. Insurance: The City of Lindale does not maintain event insurance for private events. Individual renters are responsible for acquiring event insurance for their protection.
16. Security: The City of Lindale does not provide event security for private events. Individual renters are responsible for acquiring event security for their own protection.
17. All reservations are prioritized on a first paid, first scheduled basis.

Schedule of Fees: *All fees are subject to change without notification.*

LOCATION	FEE	DEPOSIT REQUIRED	DESCRIPTION
PICKERS PAVILION AT BLACKBERRY SQUARE	\$300.00 PER DAY	\$50.00	LARGE OPEN AIR PAVILION WITH AMPLE PARKING, ELECTRICITY, CEILING FANS, RESTROOMS
KINZIE COMMUNITY CENTER	\$150.00 PER DAY	\$50.00	INDOOR FACILITY EQUIPPED WITH TABLES, CHAIRS, FULL KITCHEN, LIVING ROOM, OUTDOOR COOKING AREA
CHAPEL AT OLD MILL POND	\$150.00 PER DAY	\$50.00	SMALL COUNTRY CHAPEL LOCATED AT OLD MILL POND WITH VIEW OF POND, SURROUNDED BY TREES; SEATS 20



CITY OF LINDALE
FACILITY RENTAL APPLICATION

Name of Responsible Party: _____

Address: _____ City, Zip: _____

Phone: _____ Email: _____

Facility	Date of Reservation	Description of Use	Rental Fee	Deposit Fee	Rental Fee Amount Paid	Date Rental Paid	Deposit Amount Paid	Date Deposit Returned
Pickers Pavilion			\$300.00	\$50.00				
Kinzie Community Center			\$150.00	\$50.00				
Chapel at Old Mill Pond			\$150.00	\$50.00				

Make check payable to:
City of Lindale
PO Box 130, Lindale, Texas 75771
Payment can be mailed or delivered to City Hall.

By signing below, the Applicant certifies that the information provided above is correct; he/she has read and understood the information contained in this application; and he/she agrees to conduct their event in compliance with all applicable city codes, ordinances, state/city laws and the conditions contained in this application.

APPLICATIONS WITH MISSING INFORMATION CAN NOT BE PROCESSED IN A TIMELY MANNER AND MAY PREVENT OR DELAY IN RESERVATIONS. NO REFUNDS UPON CANCELLATION.

Printed Name of Responsible Party

Cell Phone Number/Contact Phone Number

Signature of Responsible Party

Date of Signature

Additional Notes:

For Office Use Only

Date of Payment: _____ Method of Payment: _____ Initials of Employee: _____

Specific Facility Use Instructions

Specific for Kinzie Community Center: 912 Mt Sylvan St., Lindale, Texas

1. Hours of Rental: 8:00a.m. to Midnight; additional hours requires an extra day rental fee.
2. Building may not be used for functions resulting in personal gain.
3. Civic organizations utilizing the building are exempt from building deposit.
4. Civic organizations, Cub Scouts, Boy Scouts, Blue Birds, & Camp Fire Girls: inquire at City Hall regarding rental fee for events other than regularly scheduled meetings.
5. Lindale Summer Baseball Softball Association Board of Directors: inquire at City Hall regarding rental fee based on events. LSBSA does not pay rent for board meetings and coaches meeting. Individual team meetings and/or events are subject to rental fee.
6. Kitchen in building is not certified by county health department for public food preparation. Food preparation for private events is allowed.
7. Decorations of any kind used may not alter or harm the walls or ceiling of the building. Damage done by decorating or use may result in loss of deposit.
8. Décor used by civic organizations may remain in place at all times.
9. Loud music that can be heard outside of the building will not be tolerated.
10. Undesirable behavior inside or outside of the building, or on the building grounds will not be tolerated.
11. The City of Lindale reserves the right to invoice the renter with the cost of damage repairs to the buildings or grounds when these guidelines are not followed.

Specific for Pickers Pavilion at Blackberry Square: 205 E. North St., Lindale, Texas

1. Hours of Rental: 8:00a.m. to Midnight; additional hours requires an extra day rental fee.
2. Food preparation for general sale to the public must be governed by Northeast Texas (County) Health Department. Renter must obtain proper documentation and permits from Northeast Texas (County) Health Department.
3. Open flame cooking and/or open flame heating elements NOT allowed inside Pickers Pavilion.
4. Cooking and food preparation on the outside grounds of Pickers Pavilion is allowed. Any damage done to alter the appearance or general maintenance of the grounds will result in loss of deposit.
5. Parking and driving in the grass areas surrounding Pickers Pavilion is not allowed, with the exception of event setup that requires vehicles to park at the standing electrical outlets behind pavilion. Vehicles parking at electric outlets should enter from east side of the bathroom building, and only drive behind the bathroom building to final setup location. Vehicles should exit on the same side.
6. Decorating inside Pickers Pavilion must not alter or harm the walls, window frames, doorways, ceiling, ceiling rails, ceiling fans, lights, electrical outlets, conduit, electrical box, and/or flooring of the pavilion and surrounding areas. This includes the bathrooms, bathroom doors, and bathroom building, plus the lampposts and benches outside and inside the building.
7. The following are not permitted: placement of holes of any kind on the inside or outside walls, or any part of the structures; painting or marking of the walls, floors, grounds, etc. of the pavilion and/or grounds.
8. When securing décor, the use of supplies that can be promptly removed without damaging the buildings or grounds in any way must be used. This may include strip ties, string, wire, hangers, etc.
9. The City of Lindale reserves the right to invoice the renter with the cost of damage repairs to the buildings or grounds when these guidelines are not followed.
10. Loud music that can be heard outside of the building will not be tolerated.
11. Undesirable behavior inside or outside of the building, or on the building grounds will not be tolerated.

Specific for Chapel at Old Mill Pond: 2900 S Main Street, Lindale, Texas

1. Hours of Rental: the Chapel is only available during Old Mill Pond hours of operation.
2. Food preparation areas are not available.
3. Decorating inside or outside of the Chapel or on the grounds of Old Mill Pond is strictly prohibited.
4. Wedding or personal photography sessions can take place at Old Mill Pond. Museum items must not be moved or altered for the photographs.
5. The City of Lindale reserves the right to invoice the renter with the cost of damage repairs to the buildings or grounds when these guidelines are not followed.